



# Chemical Hazard Communication Policy

Policy Number: 091

Supersedes Policy #HR 015 - 10/01/2007

Approved: 7/22/2020

Authorized by: Board of Trustees

Effective: 8/1/2020 - 6/30/2025

Review Date: 4/30/2025

**1) Purpose:**

To provide direction regarding Chemical Hazard Communications.

**2) Scope:**

Applies to all Timberland Regional Library (TRL) employees and contractor performing work in TRL facilities.

**3) Background:**

TRL is committed to preventing accidents and ensuring the safety and health of all employees. This policy outlines TRL's obligation to inform employees of the OSHA Hazard Communications Standard, potential hazards associated with chemical exposure, safe handling practices, and measures to take to protect themselves in the workplace.

**4) Definitions:**

- A. Exposure: means that an employee is subjected to (through any route of entry, including inhalation, ingestion, skin contact or absorption) in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g., accidental or possible) exposure.
- B. Hazardous Chemical: Any chemical which is classified as a physical hazard or a health hazard a simple asphyxiant, combustible dust, pyrophoric gas or hazard not otherwise classified.
- C. Safety Data Sheet (SDS): Written or printed material concerning a hazardous chemical that is prepared in accordance with WAC 296-901-14014.

**5) Policy:**

- A. The Operations Director oversees the Chemical Hazard Communication Plan pursuant to their appointment as TRL's Safety Officer.
- B. The Safety Officer is responsible for maintaining and updating all aspects of the Chemical Hazard Communication Plan, including:
  - 1. Container labeling implementation, review and oversight, confirming all new chemicals used in the district are properly labeled for staff safety
  - 2. Monitoring and updating Safety Data Sheets (SDS) in branches
  - 3. Ensuring new and existing chemical hazard information is reviewed with employees on an annual basis

- C. Copies of SDS for all hazardous chemicals in use shall be kept in applicable work areas and made available to all employees for review during the workday. If an SDS is not available, or a new chemical in use does not have an SDS, staff shall immediately contact the Safety Officer.
- D. Managers and Supervisors shall ensure that all new employees complete a health and safety orientation that includes information and training on the following:
  - 1. An overview of requirements
  - 2. Hazardous chemicals present at the employee's workplace(s)
  - 3. Physical health risks of hazardous chemicals
  - 4. Symptoms of overexposure
  - 5. How to determine the presence of hazardous chemicals in the employee's work area
  - 6. How to reduce or prevent exposure to hazardous chemicals
  - 7. Steps the employer has taken to reduce or prevent exposure to hazardous chemicals
  - 8. Procedures to follow if employees are overexposed to hazardous chemicals
  - 9. How to read labels and review SDS to obtain hazard information
  - 10. Location of the SDS file and written hazard communication policy and plan
- E. Vendors that TRL contract with must identify and obtain SDS for any chemicals used in TRL facilities. TRL Administration will provide information regarding the new chemical prior to its use
- F. Periodically, employees may be required to perform hazardous non-routine tasks. Prior to performing these tasks, affected employees shall be given information by their Supervisor or Manager about the hazardous chemicals they may encounter completing these activities.
- G. The Safety Officer shall maintain a full SDS Chemical List that includes all chemicals being used districtwide.

**6) References:**

None.

**7) Citations:**

A. WAC - *Chapter 296-901*.

B. Washington Industrial Safety and Health Act

*By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.*

